




DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

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APPROVED BY:  Director	SUPERSEDES 601.3 10/26/2011	ORIGINAL ISSUE DATE 703.02 04/02/1979	DISTRIBUTION LEVEL(S) 1

PURPOSE

- 1.1 To provide Los Angeles County - Department of Mental Health (LAC-DMH) policy to govern submission of resignations/terminations.

DEFINITIONS

- 2.1 **Employees of LAC-DMH**, for the purpose of this policy, this refers to any full-time or part-time, permanent or temporary employee.
- 2.2 **Other employees of the LAC-DMH workforce** shall refer to residents, interns, students, contractors, volunteers, and locum tenens.
- 2.3 **The term “contractor”** refers to a person or entity that is party to a written agreement with the County of Los Angeles to provide goods or services to LAC-DMH including but not limited to, purchase orders, memoranda of understanding and board approved contracts.
- 2.4 **Termination:** When an employee leaves County service for any reason.

POLICY

- 3.1 Employees resigning from the LAC-DMH and County services are to provide written notice to the DMH Human Resources Bureau (DMH-HRB) at least **two weeks prior** to the effective date of resignation.
- 3.2 Written notice includes either a signed and dated letter of resignation or completed the Notice of Termination or Transfer form used by LAC-DMH. The Notice of Termination or Transfer form can be obtained from the immediate supervisor, from DMH-HRB, or the hyperlinked Attachment 1.
- 3.3 The Employee Property Clearance Form (Attachment 2) must be submitted to the DMH-HRB within one (1) business day of the employee's last workday.
- 3.4 A request to rescind a resignation may be approved at the discretion of the appropriate manager at the level of District Chief or above, in consultation with the Departmental Human Resources Manager or designee.
- 3.5 A rescission request must be made prior to the effective date of the resignation and only if LAC-DMH has not acted upon the resignation; e.g., initiated termination process or replacement process. Once the resignation has been processed, it may not be withdrawn.



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- 3.6 Unless an effective date of resignation is specified by the employee, all resignations are effective immediately.

PROCEDURE

- 4.1 The completed Notice of Termination or Transfer form or a signed and dated letter of resignation is to be provided to the DMH-HRB at least two weeks prior to the effective date of resignation.
- 4.2 The completed Employee County Property Clearance form must be submitted to the DMH-HRB or designee (see Reference 1).
- 4.3 Upon receipt of the Employee Property Clearance Form, DMH-HRB must notify the DMH Chief Information Office Bureau (CIOB) as soon as possible but no later than the next business day.
- 4.4 Resigning employees are encouraged to complete the Exit Survey Form (Attachment 3). The completed survey is to be given to DMH-HRB. The survey is confidential and will not be filed in the employee's personnel file.
- 4.5 In the event an employee is terminating employment with LAC-DMH or transferring under emergent conditions, DMH-HRB must notify CIOB as soon as possible but no later than the end of the business day.

REFERENCE (Hyperlinked)

1. [LAC-DMH Policy No. 560.01, County Property and Systems Access Clearance for Terminations and Interdepartmental Transfers](#)

AUTHORITY

Los Angeles County Code 5.12

ATTACHMENTS (Hyperlinked)

1. [Notice of Termination or Transfer](#)
2. [Employee County Property Clearance](#)
3. [Exit Survey](#)

RESPONSIBLE PARTY

DMH Human Resources Bureau